

## Code of Conduct

---

We ask that all adults on site respect the following:

Mount Carmel is a smoke free zone .

Mobile phones are not to be used in the presence of children without the permission of the Headteacher. This includes phone calls, texting and photographing.

Do not share confidential information, including images of children on social media sites without permission of the school.

Any concerns regarding the actions or behaviour of a member of staff or visitor must be acted upon by sharing your concerns with a senior member of staff.

If you have a concern or complaint you share this in a calm, respectful manner with an appropriate member of staff.

## Child Allegation

---

If a child discloses they might be subject to abuse:

- React calmly.
- Listen carefully to the child.
- Do not promise confidentiality. Explain to the child that you must pass on the information if you are worried about their safety.
- Do not ask leading questions or make judgements.
- Record carefully what the child says in their own words including how and when the account was given.
- Pass this on to a member of the safeguarding team immediately.



## Mount Carmel R.C.P

---

### Safeguarding Guide for School Visitors and Volunteers

---

2024– 2025

---

*Truth, Love and  
Living Life to the  
Full*

---

## Safeguarding Statement

Welcome to Mount Carmel RC Primary school . Our school is committed to safeguarding children and promoting children’s welfare. We expect all staff, governors, volunteers and visitors to share this commitment and to maintain a vigilant and safe environment.

During your time with us, if you have any concerns about a child’s welfare or wellbeing or have a concern about the attitude or behavior of an adult within the school towards a child, you must contact a member of our safeguarding team.

If you are unclear about anything in this leaflet please speak to any of the contacts named within.

## Safeguarding Team



### **Headteacher**

Mrs Kirsty Seaborn

Designated Safeguarding Lead



### **Deputy Head**

Mr Anthony Dalton

Deputy Safeguarding Lead



### **Assistant Head**

Mrs Deirdre Watson

Deputy Safeguarding Lead



### **Assistant Head**

Mrs Karen Walley

Deputy Safeguarding Lead

## Visitors Procedure

Visitors must sign in at the office.

Visitors will be given a sticker with a picture of themselves to wear on a lanyard. It which must be worn at all times. Visitors with a DBS will be given a blue lanyard and visitors without a DBS will wear a green lanyard.

Visitors should remain under the supervision of a designated member of staff whilst on site.

All visitors must sign out at the office before leaving.

By signing into our school, you agree to follow the information provided in this leaflet.

Volunteers must sign in and out at the office and wear a sticker and lanyard. Our regular volunteers will have a valid DBS certificate.

**Confidentiality :** All information received or gathered whilst in school no matter how small or seemingly insignificant is to be treated with sensitivity and classed as confidential.

First aid boxes are located across the school . Should you require first aid please speak to the nearest member of staff.